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STAT

15 March 1976

MEMORANDUM FOR: Chief, Physical Security Division,
Office of Security

FROM: STAT
Chief, Information Systems Analysis Staff

SUBJECT: Classification Markings on Agency Regulations

REFERENCE: OS/PSD Memorandum dated 8 March 1976, Same Subject

We share your concern for good security practices in the issuance of Agency regulations. The Regulations Control Branch is currently tasked with a review of the entire regulatory system, including the problem you mention in your memorandum.

We realize our present system is less than ideal and places responsibility on the individual to check both sides of the page for classification. The format constraints which do not allow each paragraph to be printed on a separate page were set by a previous management. Because of the emphasis on proper classification, Regulations Control Branch reviews proposed regulationrrevisions for correct classification markings as outlined in Executive Order 11652. The fact that many of our regulations have been overclassified in the past and are now being revised and declassified has caused this security problem.

Until such time as the regulatory system is changed so that each paragraph has its own page and is separate from the preceding and succeeding paragraphs (whether classified or not), we will begin using the following qualifying statement in those cases where one page may contain different classifications on each side:

ADMINISTRATIVE - INTERNAL USE ONLY
(Other Side Confidential)

Class corres.

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(Other Side Secret)

This interim measure would appear to solve the immediate problem.

[redacted] STAT

ISAS/DDA [redacted] dr (15Mar76) STAT

Distribution:
Original - Addressee
1 - ISAS
1 - RCB

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053-3

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Ch/PhySD
Room 200
Key Building

EXTENSION

NO.

DATE 8 MAR 1976

STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/ISAS/DD/A 7 C 32 Hdq.	9 MA	1976	CRP	
2. [redacted] C/ISAS				For your views STAT of a draft reply [redacted] STAT
3.				
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FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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